

## MAP RECORDING INSTRUCTIONS

1. Make sure the map is technically correct, i.e. it has been plan checked & corrected.
2. Make sure that you have the original contract, construction security (bonds, CD, etc.) and insurance.
3. Make a **copy** of the conditions of approval and PD Ordinance, if there is one. You will be writing on them, but you still need clean copies for the file.
4. Make sure that all fees that are due before recording the map are paid.
5. Make sure that the public improvement plans are correct and that we have a vellum copy with original signature and stamp by the design engineer.
6. The surveyor/developer shall submit a photo Mylar of the final map. Make sure that all the signatures except Town signatures are in place. If there are any notary acknowledgments that are unused, they should be crossed out.
7. Get the name, title, company, address and phone number of the title officer in charge of recording the final map. This should come from the developer or surveyor.
8. Very slowly & carefully go through **ALL** the conditions of approval, even those from other departments. Some of the conditions will not be applicable to final map recording. Mark those NA in black or pencil.
9. Planning is more likely to have conditions that must be met before the map is recorded. E-mail the project planner and get the status of these conditions. It is good to have a paper trail on this that can be put in the file or presented to Kevin & John before you ask them to sign the map.
10. If there are conditions haven't been met, contact the developer and have them work with the planner.
11. Once you are certain that all the conditions that need to be met are met, prepare a memo (see attached) to transmit the documents and the map to the Town Clerk.
12. Make copies of all the documents and the memo, for our file.
13. Fill out the transmittal of the map to the title company with the recording instructions, attached. Make a copy of this, too.
14. Make arrangements with Kevin & John to sign the map. I like to let them know a day or so in advance that I will be bringing the map for their signatures. Plus you need to make sure that they will be here when the map is ready to be signed

15. Call Marian, the Town Clerk, and set up a time to bring the map & documents to her for her signature and stamp, after Kevin & John have signed it.
16. Call the title company officer and the developer let them know when you plan on getting all the signatures. The title company will need to make arrangements to record the map with the County Recorder's Office.
17. Bring the original map and *Ultra Fine Point Sharpie* to Kevin & John for signatures. After they have signed & stamped the map, take the map, documents and *Ultra Fine Point Sharpie*.
18. Take the signed original map, Town Clerk memo, contract, security & insurance, title company transmittal and ultra fine point sharpie to the Clerk. Once Marian sign & stamps the map, retrieve the *Ultra Fine Point Sharpie* and come back to the office & hide it.
19. Usually, the encroachment permit is not issued until the conformed copy of the map is returned to our office.
20. When the conformed copy is returned, send the original vellum improvement plans to San Jose Blueprint for copies. We get two (2) bond copies and one (1) vellum copy. One bond copy of the plans goes to George, the other to the office files. The vellum copy will eventually to the flat files.
21. Contact the Developer and issue the permit.
22. Check with Kevin on when he wants to hold the pre-construction meeting.